



WISE CHILDREN
GENERAL MANAGER
MATERNITY COVER
JOB PACK

MARCH 2021

About Wise Children

Wise Children is a new theatre company, created and led by award-winning director Emma Rice. We are an Arts Council National Portfolio Organisation, currently based in Bristol. We make ground-breaking work with exceptional artists which tours the UK and internationally. We run a unique professional development programme, the School for Wise Children, training a new and more diverse generation of theatre practitioners.

The company launched in 2018, and our first production was *Wise Children*, an adaptation of Angela Carter's iconic novel, adapted and directed by Emma. The show premiered at London's Old Vic, where it played for five weeks before touring the UK. In 2020 a film of the show aired on BBC4 as part of the Culture in Quarantine season.

Our second show was *Malory Towers*. As well as making the new show, we built a pop-up venue for it, transforming a disused wing of Bristol's Victorian train station into our own theatre, where *Malory Towers* played for five weeks over summer 2019. The production will be revived in spring/summer 2021.

Our third show was new musical *Romantics Anonymous*, which opened at Bristol Old Vic in January 2020 before its planned American tour was cancelled due to the pandemic.

Like so many others, our plans for the year stalled.... But we're led by Emma Rice, and she's not one to sit around waiting to be told what to do. We quickly found ways to fill the lockdown hours!

In April we launched Wise Radio, which runs 24/7 playing music curated by our team alongside our very own chat show, *Tea & Biscuits*. In June we added Wise TV, a Twitch channel bringing together existing video content with a new series of interviews with Emma, broadcast live from her home. In July we moved our School for Wise Children training online: seven high level courses, 14 top industry tutors, nine public webinars, 42 students, 21 free places, and over 100 hours of zoom teaching.

Then we had a big idea. Could we scale up these digital experiments, and livestream a whole show? The answer was yes, and in September Wise Children became the first company to broadcast a fully staged production from a UK theatre after lockdown. We repeated the experiment with a second show in December, and our trailblazing live broadcasts have been seen by more than 40,000 and won our Technical Director the Stage Award for Achievement in Technical Theatre 2020.

Inevitably, plans for 2021 and beyond are less certain than we'd like them to be, but – at the time of writing – it looks like we will be making no less than three new shows before Christmas with live, digital, regional and international performances all in the mix. This will include our postponed adaptation of *Wuthering Heights*, a co-production with the National Theatre.

The General Manager role

We are seeking a highly organised and strategically minded General Manager (maternity cover) to oversee the successful running of the company. The General Manager is the motor that keeps our organisation running. They oversee all administrative systems and ensure that policies and practices are in place and operating effectively. They are responsible for making Wise Children a happy and highly functioning organisation.

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from candidates from Black, Asian or ethnically diverse backgrounds and candidates who self-identify as disabled and neurodiverse, and will interview all such candidates who meet the essential criteria. Wise Children is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

<p>Job title: General Manager (Maternity Cover) Reports to: Executive Producer Contract: Fixed term contract (likely to be 7/8 months) Hours: 5 days / 40 hours per week Start date: (ideally) Monday 24th May 2021 Salary: £28 – 32K, dependent on experience</p>

Roles and Responsibilities

Operations and administration

- To ensure a welcoming and warm working environment.
- To provide high quality assistance to the Executive Team coordinating diaries, meetings, travel, accommodation, tickets, managing correspondence & expenses claims.
- To ensure that day-to-day administrative duties are carried out, including answering the telephone, taking messages, fielding information, dealing with general enquiries, ordering and receiving of goods (including office consumables), updating answerphone message, general correspondence.
- To oversee relationships and contracts with third party service providers (e.g. IT, storage, utilities), reviewing contracts to ensure value for money, environmental and ethical concerns.
- To manage the Organisation Schedule and coordinate effective internal communications, reviewing and implementing systems where necessary to ensure the smooth running of the organisation.
- To support the Finance Manager to ensure effective financial management across the company, and manage and monitor the administrative and overhead budgets.
- To ensure that Wise Children carries adequate insurance, administering any claims against insurance should they arise.
- To be responsible for the Company's internal and external storage, and the documenting, maintenance and hiring of its assets.

- To assist members of staff with IT problems and queries, and general server upkeep.
- To manage communications with Wise Children's subscribers through newsletters.
- To manage communications with The Wise Children Club.

HR, personnel and policies

- To be the HR lead, ensuring compliance with regulations and, alongside the Executive Producer, that all HR matters are dealt with swiftly and fairly.
- To oversee personnel administration, including recruitment, induction and employment contracts and provide up to date staff information to the Finance Manager to ensure accurate payroll.
- To oversee the company's approach to professional development, scheduling appraisals and performance reviews and ensuring everyone has access to continued learning.
- To ensure the company's policies are regularly updated, compliant, clearly communicated, implemented, and fit for purpose.
- To ensure that Wise Children is compliant with Health and Safety Regulations, and that its policies are models of best practice.
- To co-ordinate documents such as holiday log and request forms, records of staff training, and staff and board contact sheets.

Data Management

- To work with the Executive Producer to coordinate monitoring and evaluation for the organisation, ensuring the staff team are embedding this into project planning and delivery.
- To support the Executive Producer in reporting to Arts Council England, and managing systems for the collection of statistical and qualitative information across the organisation.
- To monitor the Company's environmental impact and lead on its plan to improve the environmental sustainability of the company.
- To support the Executive Producer in managing and developing strategic relationships with stakeholders including UK Theatre, Julie's Bicycle, a range of funders and any other partnerships that might be cultivated.
- To act as Wise Children's Data Protection Officer, ensuring that it remains GDPR compliant.
- To lead on data agreements with all touring venues, ensuring the timely agreement of GDPR processes ahead of touring weeks and collection of data post-tour.

Productions

Working closely with the Producing team to:

- Book rehearsal rooms and other work spaces.
- Oversee the pastoral care of each company.
- Administrate production contracts, supporting with drafting where needed.
- Book production travel and accommodation.
- Coordinate production floats and petty cash.

Board and governance

- To coordinate Board Meetings, circulate board papers, and produce minutes after the meetings.
- To support the Executive Producer, where required, in legal and statutory matters relating to Wise Children.

- To support the Finance Manager in reporting to statutory bodies such as Companies House and the Charity Commission.

Person Specification

Essential

- At least two years' experience in theatre administration and / or producing
- Excellent interpersonal skills and good written and verbal communication skills
- A high level of computer literacy and knowledge of IT systems
- Numerate and financially aware, with experience of budget management
- Self-motivated with an ability to work flexibly and to use own initiative to solve problems proactively
- Absolute attention to detail
- Excellent organisational and time management skills and the ability to manage a busy workload, prioritise and work to deadline
- Willingness to work flexible hours
- Ability to remain calm under pressure and in dealing with unexpected situations
- Ability to work as part of a small team
- A minimum of two years' experience applying these skills in an administrative role
- A passion for Emma Rice's work!

Desirable

- Knowledge of HR policy and best practice
- Knowledge of Health and Safety best practice
- Knowledge of equal opportunities practice and a demonstrable commitment to equality
- An understanding of the legal requirements of a charitable organisation

How to apply

To apply, please complete the application form [here](#)

All applications must be received **by 5pm on Thursday 25 March**

Successful shortlisted applicants will be invited to interview online in **w/c 5 April**

If you would like further information, support with access requirements for application or interview, or have any queries about the post, contact General Manager Steph Curtis:

steph@wisechildren.co.uk